

Position Available Editor

Michigan Supreme Court
Reporter of Decisions
Salary Range: \$45,873.36 to \$59,445.36



DUTIES: Reports to the Reporter of Decisions. Edit opinions of the Court of Appeals for publication in the "Michigan Appeals Reports." Ensure proper style, language, and compliance with the Court's opinion style manual for uniformity and consistency. Suggest language changes as appropriate to clarify the opinion. Review all citations of authority and quotations against the source material to ensure accuracy and compliance with the Court's requirements for citations. Prepare a syllabus to be published with the opinion to summarize the facts and holdings of the opinion and prepare headnotes to provide indexed concise statements of the holdings of the opinion. Ensure the summation is an accurate reflection of the opinion in order that it can be used for quick reference and legal research. Communicate with judges and law clerks regarding the reasons for suggested changes in style or presentation of a decision prior to its publication. Compile, sort and tabulate published opinions of the Court of Appeals for an annual report to the Chief Justice.

LOCATION: Michigan Hall of Justice, Lansing, MI.

EDUCATION: Juris Doctor (JD) from an accredited law school.

SKILLS: Between one and two years of prior trial or appellate practitioner experience with emphasis on legal writing, preferably with experience in the publication of legal materials.

E-mail preferred to Ruiz-HelmickP@courts.mi.gov, or mail cover letter and resume by April 2, 2004 to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

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